

RI-9900, APPENDIX H - AUDIT FORM

Plant/Location		Date	
Equipment	Job ID (Maximo#)	Routine	or Turnaround
Names of Auditors			
Housekeeping Comments			
Equipment Service (acid, gasoline, sour gas, steam, etc.)		MSDS# from JJSV	

Complete the following questions:	Yes	No
1. Was Isolation List available and accurate for current conditions?	<input type="checkbox"/>	<input type="checkbox"/>
2. Are all Isolation, Operator, Craft, and Personal locks properly installed?	<input type="checkbox"/>	<input type="checkbox"/>
3. Are all tags properly filled out and attached?	<input type="checkbox"/>	<input type="checkbox"/>
4. Did employees on-site participate in a JJSV?	<input type="checkbox"/>	<input type="checkbox"/>
5. Was a JHA for each craft performed?	<input type="checkbox"/>	<input type="checkbox"/>
6. Are on-site employees aware of current hazardous conditions?	<input type="checkbox"/>	<input type="checkbox"/>
7. Was proper PPE used?	<input type="checkbox"/>	<input type="checkbox"/>
8. Did each person interviewed in the audit demonstrate a clear understanding of the LOTO process?	<input type="checkbox"/>	<input type="checkbox"/>

Explain in detail any "NO" answers. Identify using question number.

List names of people involved in this LOTO job		
Name	Craft	Company
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Lead Auditor signature	Phone number
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Copies of this audit have been distributed to the following:

Local Shift Team Leader
(name)

Local Maintenance Supervisor (name)

Safety Team Lead (name)

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Questions to ask O & M during audit:					
1.	What is the name of the individual who performed JJSV?				
2.	What is the process you are working on?				
3.	What hazards are in the surrounding area?				
4.	What is the location of safety equipment?				
5.	Show me the isolation points for this job?				
6.	Explain the specifics of this job?				
Things for auditors to look for:					
ITEMS:	Correct	Missing	Incorrect	Incomplete	N/A
▪ PPE appropriate for the job hazards.					
▪ MSDS Reference available					
▪ Isolation List available @ Job Site / Control Rm.					
▪ Tags completely filled out					
▪ Tags placed as per RI-9900					
▪ Locks placed as per RI-9900					
▪ Permits posted at job site					
▪ Permits completed filled out and valid					
▪ Electrical Isolation					
▪ Overspeed trip disengaged and tagged					
▪ Blinds in place per isolation list					
▪ Lock box on site					
▪ Housekeeping					
Notes and comments:					